

Quotation Request //

US Government Publishing Office

Northcentral Region
infnorthcentral@gpo.gov
Washington DC 20401-0000

JACKET:534-685

Quotations are Due By:
(Eastern Time)11:00 AM on 12/18/2023

Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.

TITLE: Flag Key chain

QUANTITY: 1 Key chains (includes 2 GPO inspection samples)

QUOTATIONS: This is a fixed-price contract. The offeror submitting a response shall quote the maximum quantity, inclusive of all costs (including non-reimbursable mail or freight, if applicable), that shall be delivered to the Government per the specification requirements for a total of \$13,881.40.

Quotations shall include the cost of all materials and operations for the total quantity ordered. Quotations shall be prepared in conformance with the Schedule of Prices.

Potential offerors shall submit via Contractor Connect the fixed price of (see above) plus the quantity (indicate the quantity of copies in the "Comment" field) that their company will produce for the fixed price. Additionally, a cost must be submitted for each additional (100 or 1,000) copies.

DETERMINATION OF AWARD: Award shall be made to the responsible offeror submitting a quotation, whose quotation specifies the most copies to be delivered to the Government for an all-inclusive, fixed-price total of (see above). Offerors submitting responses to this solicitation shall submit a total quantity - for the fixed price. In the event of a tie quantity, award shall be determined by the lowest, total per-unit price after application of prompt payment discount and Buy American Act factoring (if applicable). In the event there is still a tie, the contract will be awarded in accordance with the GPO Printing Procurement Regulations, Chapter XII.

Additionally, the quotation shall include separate unit pricing for each additional 100 or 1,000 copies.

If author's alterations are made during the proofing stage, the total quantity may be decreased in accordance with the contractor's submitted additional rate to offset the cost of the author's alterations.

SCHEDULE OF PRICES.....Quantity.....Price

A cost must be submitted for each additional (100 or 1,000) copies.

Additional (100 or 1,000) copies \$_____

BUY AMERICAN ACT:

NOTE: In compliance with Contract Terms 310.2 (Rev. 01-18), Contractor must state within quote submitted either that the end product is a Domestic end product or a Foreign end product as defined in Contract Clause 37 for the requested promotional item. Domestic end product or Foreign end product must be indicated in the comments field when submitting Quotes using Contractor Connect. The contractor shall

indicate "product of unknown origin" when it is unknown if the product offered is a domestic end product; in that instance, GPO will consider the quote as a Foreign end product, in accordance with Contract Terms, Certifications C-2 (Buy American Certification), that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote

<https://contractorconnection.gpo.gov>. Fax, email, and phone quotes are not acceptable. Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to (312)-353-3916.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent Balance Sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

TRIM SIZE: See below.

PAGES: See below.

SCHEDULE:

Furnished Material will be available for pickup by 12/19/2023

Deliver complete (to arrive at destination) by 02/01/2024

F.O.B. destination

(via traceable means at contractor's expense)

Contractor **MUST** email delivery verification information to VerifyChicago@gpo.gov within 24 hours of delivery. Enter the Jacket number in the subject line and place method of shipment and the delivery date in the body of the message. Failure to follow this procedure may result in delayed payment after invoicing.

QUALITY LEVEL: N Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

Customized Hand Wrist Lanyard Key Chain Holder, Embroidered Wristlet Lanyard Strap.
See attachment for item style.

Material 3/4" polyester.

Color black.

Length 8" length by 1" wide.

1" enlarged mouth sling clasp with a standard key chain ring (see image).

Two imprint locations:

Embroidered one color white flag on one side.

Embroidered linear logo on the other side.

Items are subject to agency's approval. Have links, photos, and information of item available at time of award if from a different source.

WARRANTY: The provisions of article 15, "Warranty", of Contract Clauses in GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. 9-88)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to 180 days from the date the check is tendered as final payment. All other provisions remain the same.

MATERIAL FURNISHED: Contractor to receive. PDF files will be emailed by the agency. Contractor to create bleeds as necessary at no added cost to the government.

NOTE: If changes are made to the files furnished, during the proofing stage, at the agency's request, or per the specifications, the contractor must create a revised CD with all changes incorporated therein for return to the agency after completion of the order.

Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator in sufficient time to comply with the shipping schedule. In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet assigned quality level.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
See above.

COLOR OF INK:

See above.

PRINT PAGE: See Above

MARGINS:

Follow files.

PROOFS:

Email PDF proofs by 12/20/23 to: joshua.h.kammeraad.mil@army.mil regan.a.schupmann.ctr@army.mil &

tferguson@gpo.gov

Call to confirm proofs are received: 608-242-3574

OK to proceed will be provided within 2 workdays after email is received. Contractor must not print prior to receipt of an "OK to proceed".

Email a proof showing a superimposed image that will be used in production.

List the logo sizes and positions.

Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

After PDF proofs are approved.

PRIOR TO PRODUCTION SAMPLES:

Email tracking information after shipping to the above email addresses.

Deliver prior to production samples in a timely manner to meet delivery date - 2-day hold.

The sample requirement for this contract is not less than 2 printed and constructed copy.

***** These samples are additional to the main quantity. *****

Each sample must be constructed as specified using the form, ink, equipment, and methods of production which will be used in producing the finished product. Paper used for samples must be of the size, kind, and quality the contractor will furnish.

Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials, and quality of reproduction. Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the AGENCY in distribution section. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket and purchase order. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within 2 workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary

changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

PACKING:

Pack and identify.

Inner packaging must be sufficient to prevent damage in transit.

Damaged items will be replaced at contractor's expense.

Box in units of 100. Pack suitably per shipping container.

DISTRIBUTION:

NOTIFICATION OF SHIPMENT: Immediately after the order has been shipped, the contractor MUST furnish shipping information to Agency. Include the order title, GPO jacket number, requisition number, date of shipment, quantity, and tracking information for deliveries. Email regan.a.schupmann.ctr@mail.mil joshua.h.kammeraad.mil@mail.mil & tferguson@gpo.gov

Deliver PRIORS and TBD copies to:

Wisconsin National Guard

1420 Wright St.

Madison, WI 53704

Attn: Joshua Kammeraad, 608-242-3574 or Regan Schupmann, 608-242-3509

Send 2 samples marked Inspection Copies and with GPO jacket number to:

U.S. Government Publishing Office

Northcentral Region

Attn: Compliance Thomas Ferguson

9302 W 79th PL

Schererville, IN 46375.

Blue Label Copies: All orders must be divided into equal (TBD) sublots.

A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed. These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

QUALITY ASSURANCE THROUGH ATTRIBUTES: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes - Level N
- (b) Finishing (item related) Attributes - Level N
- (c) Exceptions: None

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

Attribute: Specified Standard

P-7. Type Quality and Uniformity: Approved priors

P-9. Pantone Matching System: Pantone Matching System / Approved priors

P-10. Process Color Match: Approved priors

It is requested that the contractor invoice GPO within 10 workdays from the date of complete distribution for timely payment and customer billing closeout. Contractor must include Proof of Delivery (POD) for the complete quantity, including the GPO Inspection Copies (when required), with their invoice for payment to prevent delays in the GPO payment.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing.

Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>

Attachment(s): Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.

Download Attachment(s): <http://contractorconnection.gpo.gov/download.aspx?Jacket=534685>